**Gorebridge Primary Parent Teacher Association Meeting: Monday 13th May Minutes**

**Attended** – Julie Binnie (first 15 mins) Carey, Seonaid, Nicky M, Rhona and Claire

**Apologies** – Lynne, Vicky, Brenda, Janine

1. **Review of April minutes – minutes agreed and actions carried forward**
2. **PTA note at nursery & promotion in foyer**, Carey confirmed this is in the foyer and we do include in the raffle letter. Carey must write the annual report for the AGM in October – once this is written we can recycle for use at nursery and foyer.

**Action: Seonaid to prepare now AGM is complete**

1. **Notice board** **– Action: Julie** to check with Skanska about this, cost would have to be approved at a full meeting.
2. Carey asked the school to do some promotion of the Free Fun Fridays and our events: **Action: Julie** to take forward,
3. PEF money – Julie advised consultation would be issued on what to spend our money on next year. Carey confirmed Nurture, Home school Practitioner and Walking Bus. There was then a discussion on the walking bus and Ellen volunteered to do a poster promoting and looking for volunteers – **Action: Julie** to send photo of walking bus to Ellen **Action: Ellen** to do poster.
4. **Cost of the school day update**

Carey confirmed that the Evaluation form was submitted, and all the grant was spent. The cookery lessons are on now on Mondays. In Service Day Monday 20th March - we are funding a Basic Food and Hygiene course – Action: Carey to send email to Mhairi and Julie to confirm details – now complete. The left over £249.75 will be used to buy cooking equipment.

1. **Summer Fair!**

Julie confirmed there are 5 school helpers – her, Steve, Emily, Kay Allan & Danielle Hughes, after the meeting Brenda also confirmed she would be attending.

Carey went through the spreadsheet – updated copy is attached.

It was agreed we would also order the large Buzzy Game, a Minion suit and the Happy Hoppers for the fair from Bouncy Castle man – Carey has also ordered sumo suits – there are helmets in the school, and we will set up mats outside – weather permitting.

**Action: Nicola** to see if Santa would be a Minion!

**Action Carey:** To order from Bouncy Castle Man

**Action: Julie** to see if there are any other helpers!

After the meeting Carey and Nicky reviewed the contents of the PTA cupboards – we have enough to do a pre-loved stall with books, games and DVD donations.

1. **Nursery**

Julie confirmed the Senior Childcare and Development Worker – Stacey is doing new things with the nursery – we shared the tweet about the sandpit in the meeting. Carey confirmed Stacey is working out what to spend the PTA £100 donation on to replace the vandalised equipment.

1. **Raffle tickets & Donation Dress Down Day** – the tickets were all enveloped up with the donation day leaflet. Donations will be taken on Thursday 23rd and Friday 24th with the Friday being the dress down day. Teachers will have a register to mark who brings donations and we will draw winners for £1 fair tokens.
2. **Invoices**:

**Carey confirmed the following have been agreed to be funded by the PTA and we are awaiting invoices**:

* COSD – Project boxes and Shoe Library – Lee confirmed Project boxes on way and Shoe Library was sent previously.
* £100 – Active schools for P1-3
* £400 approx. – school sports kits
* £100 – nursery equipment to replaced vandalised garden resources
* £150 – P1 Ballet trip

Seonaid confirmed £100 is being donated by Stair Arms following her request for a raffle prize.

**Action Julie:** to arrange for PE teacher to spend £100 and take photos to thank them publicly.

**Action: Seonaid** to collect donation.

**Next meeting: Friday 24th or 31st May?**